

**Trenton DBIA
Monthly Board Meetings
November 21, 2017**

I. Call to order:

Angela Wildish called to order the regular meeting of the Trenton DBIA on November 21, 2017 at 6pm at 6 Dundas Street West, Trenton On.

II. Role Call

The following persons were present: Lisa Kuypers, Angela Wildish, Lily Peddelston, Carrie Parkhurst, Kristina Walt, Samantha Reichert, Anita Devries, and non-board member Liz Garrett

Absent: Bob Wannamaker and Mari Collins

III. Declaration/Conflict of Interest: None

IV. Approval of Agenda: Motion made by Kristina, seconded by Samantha/ motion carried

V. Approval of Minutes from October 17, 2017: motion made by Lily, seconded by Kristina/motion Carried

VI. Open Issues

a. Business Arising from Minutes : None

Round Table

- February 28th is the date for the AGM. The Marina is booked.
- No one has a problem with the Strat Plan that Lisa sent via email to board members earlier in the week
- DBIA members have been asking if there is a way to ensure their issue gets addressed during a monthly DBIA board meeting by putting their issue on the agenda anonymously. The board decided that a DBIA member can put an issue on the agenda, but that member should be present at the meeting and that member should be a presenter of said topic during the meeting.

- The Government has made changes to sick note regulations. An employee can no longer ask for a sick note from a doctor for leaves of absence that are under 10 days long.

b. Treasurer's Report

- **Kristina noted that in October 2017 there was a revenue of \$55. This was due to bank interest, federal funding, and DBIA write offs**
- Salaries and payroll as well as operations and supplies are all normal
- We still need to pay \$15,000 for flowers, \$4,200 for advertising, and \$500 for rent. Outstanding expenses for the rest of the year include expenses towards payroll, telephone, wagon rides, and Christmas activities.
- Our advertising costs for 2016/17 will be under budget by approximately \$9,000.

c. Strategic Plan 2018-Discussion

- **Angela suggests going over each section of the strategic plan 2017 one section at a time, then opening up the round table discussion after each section has been reviewed so that each board member can have a say in the desired changes to each section to formulate the plan for 2018.**
- **The strategic plan is then discussed in this fashion and changes to be made to the plan are suggested by various board members. All changes are recorded by Angela Wildish**
- The board noted that last year Lisa chose the top 5 points to focus on from each category in the strategic plan when making her strategic working plan, but this year the board would like Lisa to include all 8 points from each category in her strategic working plan, recognizing that the top points will get more focus than the bottom points.
- Samantha and Kristina will provide the ED with a template, which the ED will use to form a working plan for 2018.

VII. New Business/Round Table:

- Lily Peddelston asked about how the ED relays information from the City of Quinte West to the board members.
- Angela suggests that Lisa should report all information obtained from the City to the DBIA board members whether that information is thorough and straightforward, less detailed, or even if Lisa gets no response from the City regarding a question she has asked the City. If the ED relays information to the board in this way, then the DBIA board members can have the best

understanding of what and how the city is communicating to the ED about any given issue, which allows DBIA board members to decide how to best proceed with any given matter that involves the City of Quinte West.

- It was noted that DBIA members can always attend an Economic Development meeting at any time, and the DBIA can place items onto Economic Development meeting agendas.
- In a future meeting, Angela would like to talk about what information the ED is required to share with the board. Angela feels that the ED should be required to share all information that she obtains about downtown matters. While the ED feels that it might be beneficial to keep certain information confidential in order to maintain privacy requests. This is an issue to be discussed further in a future meeting.
- Discussion arose about wanting to ask the City if there is a permit process in place for people who start new businesses downtown.

2018 Finances

- There will be less money for marketing this year
- Lily wants to see us sticking to the budget this year without using any reserve funds. She also thinks we can work within the levy we have without the need to increase the levy. She feels that with rent already going up, the levy doesn't also need to increase.
- Angela wants to find out the City's opinion about the levy price.
- Angela notes that the levy cost has not increased in a long time
- Angela notes that the levy cost needs to be approved at the AGM
- Kristina points out that a small increase in the levy cost may avoid a big increase in the levy cost years from now
- Board members suggested that there could be a small increase this year, then another small one in five years for example, or you could do a very small increase each year. There are various ways to approach a possible increase in the levy.
- Angela brought up the point that the DBIA could look into the possibility of expanding its boundaries to include the area across the bridge. She would like to investigate the pros and cons of that.
- It was reiterated that for the upcoming year, the board would like to review financials/budget for each event immediately after the event is finished.
- It was decided that the ED will email the 2017 final, year-end budget to board members in advance of the next meeting on Jan.16th. This version of the budget will be broken down to include all details.

- Angela notes that moving forward, she wants Lisa to let the board know if money from the budget has been re-located/transferred from one item to another as events take place. This way the board can get a better picture of the budget for specific items.
- Angela will try to meet with someone at the City within the next two weeks to get a better idea of information pertaining to the levy.

Upcoming Meeting

- The next board meeting will be on Jan 16th. Lisa will send out her strategic working plan, along with the detailed budget, a week before the next meeting. An additional meeting can be scheduled for the end of January/beginning of February if needed in order to be fully prepared for the AGM on Feb. 28th.
- Job descriptions will be discussed in the upcoming meeting. Angela and Samantha will present this topic in the upcoming meeting.

Next Meeting: January 16th, 2017 at 6pm